

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: [Subject of the Announcement]

Dear [Recipient's Name],

We are pleased to announce that [briefly describe the announcement, e.g., "we will be hosting a community event on DATE at LOCATION" or "we have launched a new program that will..."].

[Provide additional details about the announcement, including the purpose, date, time, location, and any other relevant information.]

We encourage you to [mention any call to action, e.g., "attend the event," "participate in the program," etc.].

Should you have any questions or need further information, please do not hesitate to contact us at [your contact information].

Thank you for your attention, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]